



Procurement Department

Memorandum of Understanding (MOU) Approval Process

The Board of Education of the City of St. Louis Missouri has approved the wording of the Memorandum of Understanding (MOU). The MOU is to be used as the model for agreements for services with outside entities and agencies that do not require a purchase order.

A Memorandum of Understanding is an agreement between the St. Louis Public Schools (SLPS) and some other external party and/or group of parties in the form of a legal document. Under this type of agreement, neither party will receive compensation from any source.

All SLPS MOU's must contain the following elements:

1. Legal names of agencies involved in the MOU
2. The subject matter of the agreement and its essential terms of the agreement
3. The roles and responsibilities of the lead agency
4. The roles and responsibilities of the partnering agency
5. Signatures of the contracting parties
6. Approval of the Deputy Superintendent or designee
7. Approval of the Deputy Superintendent of Technology (if required)
8. Approval of the Chief Financial Officer or designee
9. Approval and signature of the Superintendent or designee

Important Notes

- A. No services are to be rendered by the outside entity/agency until the MOU has been signed by the outside entity/agency and SLPS Superintendent.
- B. Fundraising is prohibited by the outside entity/agency per the first Fundraising paragraph in the MOU, unless fundraising is pre-approved by the SLPS Superintendent.
- C. The Memorandum of Understanding requirements are posted on the SLPS website under Finance Division / Procurement.



MOU Process Approval Flow

1. Once the subject matter of the MOU has been approved by the requesting school or department and reviewed by the Procurement department, the MOU agreement must be negotiated with the outside entity or agency.
2. If the MOU is signed by the outside entity/agency, unchanged from the approved form, the signed agreement is returned to the person/department representative who requested the MOU. This person will begin the internal signature process (go to step 7).
3. If the MOU is changed or the outside entity/agency has a different form, the changes or the other form must be submitted to the person who provided subject matter approval.
4. If the changes are major in nature, the MOU will be forwarded to the Procurement department and the District's outside legal firm for additional review and comments.
5. Once the changed language of the MOU has been reviewed and approved by the requesting department, Procurement department and/or the District's outside legal firm, the changed MOU should be resubmitted and signed by the outside entity or agency.
6. The signed MOU by the outside entity/agency will be returned to the person who requested the MOU and will be presented to the most senior administrator in their chain of command for final review.
7. The Deputy Superintendent or designee enters the MOU data into the BoardDocs system where it is routed for approval.
8. **If approved**, the Superintendent or designee will sign the MOU and return the original signed copy to the Procurement department for scanning and filing.
9. The Procurement department will provide a signed copy of the MOU to the submitting Deputy Superintendent and/or senior administrator.
10. **If not approved**, the Superintendent or designee will notify the submitting Deputy Superintendent that their MOU will not move forward as presented.
11. All MOU originals will be filed in the Finance/Procurement department.